Steno Notebook

60 SHEETS . 6 – IN X 9 – IN.

Notes in Drawing Checks

BOOK NO._____ FROM_____ TO_____

PITMAN

Romo
PAPER PRODUCTS
CORPORATION
37-06 – 38TH STREET
LONG ISLAND CITY, N. Y. 11101

Source: https://www.industrydocuments.ucsf.edu/docs/rmlb0000

Drawing Checks

Green checks - General Fund - everything paid

book top draw (side wall)

Bob has key

Invoice Stamp - middle draw Lorraine's desk

Sample (next page)

Never pay anything without R & G approval

R & G. Sign all checks

Invoice # - pen in red check #

3 copies each check original

① green

② pink + ③ white

Source: https://www.industrydocuments.ucsf.edu/docs/rmlb0000

Green - original
Pink - Bob's pink copy
white - Lorraine's copy
check
all copies must look exactly
alike (check carefully)

Pink + Green in machine
only

white copy not needed in
machine

All vouchers Bob + pink
copy

Source: https://www.industrydocuments.ucsf.edu/docs/rmlb0000

Check # and Date _____

Approved for Payment _____

Approved as to Delivery _____

Voucher Number _____

Account # and Title _____

Calculations Verified _____

Source: https://www.industrydocuments.ucsf.edu/docs/rmlb0000

$250. Site visit

100 honorarium

Source: https://www.industrydocuments.ucsf.edu/docs/rmlb0000